

## **CHIEF OF TRAINING**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative and supervisory position, the primary duty of which is the direction of a comprehensive training program for the department. The Chief of Training plans and organizes the training program, assembles materials needed, keeps required records of training activities, coordinates the operation of the training division with other department activities, and directs the work of subordinates who conduct training classes, in addition to personally conducting selected classes. The employee of this class works primarily independently, reporting to and having work reviewed directly by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Directs a training program for the department. Prepares lesson plans and training material for training classes. Prepares written tests to evaluate success in training. Evaluates the effectiveness of training to determine the need for additional training or for changes in the training program by analyzing the results of training tests and reviewing the response of personnel at the emergency scene.

Schedules training for all department employees. Maintains a library of training materials. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if they require changes in the training program or to assist in formulating position statements to be used by the fire department.

Conducts training classes in the classroom, at the drill field, and at fire stations during company training in the use of protective breathing apparatus, hoses, fire streams, rescue, sprinklers and standpipes, safety, fire attack, pump operations, driving fire equipment, and hazardous materials.

Compiles and analyzes data needed for reports, including reading graphs, charts, manuals, reports, and other technical data.

Supervises all subordinate training division employees. Assigns work or duty areas. Evaluates work performance of subordinates, and provides assistance in technical areas of work. Reviews reports written by subordinates, and writes employee evaluation reports.

Performs any related duties assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Assistant Chief of Training immediately preceding closing date for application to the board.

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